

“Serving Our Commonwealth”



2019
KERC/LEPC
Calendar of Events





"Serving Our Commonwealth"

Program Notes:

- Responsibilities of the LEPC

Purpose (KERC/LEPC Calendar):

This document is designed to provide LEPC members with a timeline of the grant requirements found in EPCRA, KRS, and KAR. It will also serve as a valuable tool in planning yearly LEPC meetings and exercises. Tentative dates for the bi-monthly KERC meetings have been included. All LEPC Chairs are welcome to attend and encouraged to contact the KERC Program Manager to schedule agenda time for presentations regarding current LEPC events, issues, requests, and general updates of activities.

Target Audience (KERC/LEPC Calendar):

The target audience for this document is any private citizen with an interest in community awareness and emergency preparedness and current members of an LEPC. Specifically, the Chair, the Vice-Chair, the Treasurer, and persons whose role with the LEPC typically includes the responsibility to complete any/all of the following forms and documents:


Annual Certification Letter
Bylaws
Detailed Budget
EHS Plans
Grant Application
Grant Ledger

Meeting Minutes
Membership Cover Page
Personal Property Inventory
Public Legal Notice



January 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Publish "Public (Legal) Notice Advertisement"	No later than <u>January 31</u> , publish public information on committee activities entitled "Public (Legal) Notice Advertisement." **Note: LEPCs must meet at least twice per year (once if no EHSs in the planning district).	




February 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
No later than February 28 , submit to the KERC, or designee, a photocopy of the "Public (Legal) Notice Advertisement" published. The name and date of the newspaper must be clearly shown.					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Submit photo-
copy of pub-
lished "Public
Notice"

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Facilities must submit by March 1 : 1) Tier II Reports 2) Facility Annual Certification Letter (FACL) **Notes: The FACL must state: 1) There are no changes to the EHS Plan; OR 2) The EHS Plan has been revised and the revisions are included with the FACL.					1 <div>Facility Dead- line: Tier II Report and FACL</div>	2
3	4	5	6	7	8	9
10	11	12	13 	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



April 2019




Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Submit: ACL and EHS Plans, Grant Application and Grant Ledger	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	No later than <u>April 1</u> : 1) Review the EHS Facility Emergency Response Plans and send an Annual Certification Letter (ACL) to the KYEM AM stating: a) There were no changes; OR b) The plan has been revised and revisions are included with the ACL. 2) Submit the LEPC Grant Application (KERC Form: 101-GA) to the KYEM AM. 3) Submit documentation of expenditures, bank statements, and the LEPC Bank Ledger (KERC Form: 105-GL) to the KERC, or designee.			



May 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



June 2019




Sun	Mon	Tue	Wed	Thu	Fri	Sat
No later than June 1 , submit the LEPC Detailed Budget (KERC Form: 102-DB) to the KERC, or designee, identifying how the funds requested on the LEPC Grant Application are to be spent.						1 Submit LEPC Detailed Budget
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



July 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



August 2019




Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



September 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 KERC makes KERC Fee Ac- count Grant award payments	16	17	18	19	20	21
22	23	24	25 	26	27	28
29	30		No later than September 15 , the KERC will make the KERC Fee Account Grant awards.			



October 2019




Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



November 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 	21	22	23
24	25	26	27	28	29	30



December 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Submit: LEPC Membership List w/Cover Page, Bylaws, and Personal Property	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	No later than December 1 , submit to the KERC, or designee: 1) Updated LEPC Membership List and LEPC Membership Cover Page (KERC Form: 104-MCP) 2) Bylaws, with certification stating: a) There were no changes; OR b) The bylaws have been revised and the revisions are included 3) LEPC Personal Property Inventory (KERC Form: 103-PPI) for all items valued over \$500.00			

Please do not hesitate to contact any of the KYEM Staff if you have any questions:

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Extremely Hazardous Substances Planner

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